

nileshpsinghd@gmail.com  
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Chennai, India 603202

Skills

- Time Management
- Dependable and Responsible
- Quality Assurance
- Problem-Solving
- Communication
- Microsoft Office

Education And Training

Expected in 08/2028  
**B.Tech:**  
Computer Science And  
Engineering (Core)  
**SRM University Kattankulatur**  
Chennai, Tamil Nadu

03/2024  
**Class 12th:**  
PCM  
**Shri Guru Nanak Senior**  
**Secondary School**  
Kashipur, Uttarakhand

Languages

**Hindi:** First Language  
**English:** C2  
Proficient (C2)  
**Telugu:** B1  
Intermediate (B1)

Certifications

- Python (Programming Language)
- SQL
- UX/UI
- HTML
- HTML5
- CSS
- Java Script

Nilesh Pratap Singh  
Deora

Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Outgoing student pursuing flexible part-time employment with weekend and evening shift options.

Experience

**None - None**  
Chennai, India  
08/2024 - 08/2024

- Assisted with other clerical duties such as photocopying, scanning, faxing, sorting mail.
- Verified data accuracy in accordance with pre-established guidelines.
- Maintained a high level of confidentiality while handling sensitive information.
- Analyzed reports to identify any errors in data entry, corrected any incompatibilities if necessary.
- Updated existing spreadsheet records by adding new entries as required.
- Provided feedback to management regarding process improvements related to data entry processes.